

Active Duty Rehire

Introduction

This section provides the procedure for completing the accession of a member with prior Coast Guard or Coast Guard Reserve service.


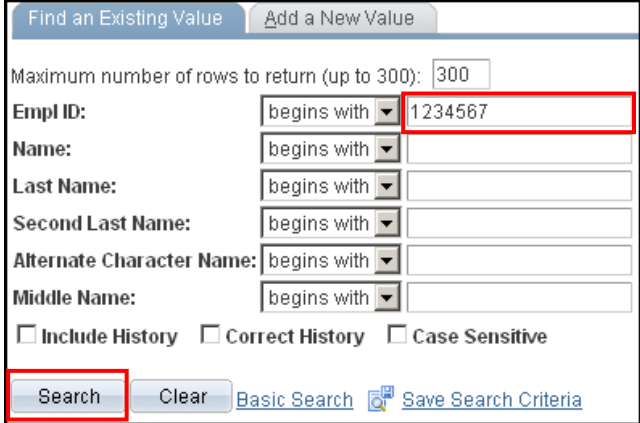
Before you Begin

Important information about position numbers: Do not assess a member to a position number at their destination. You must navigate to **Positions at a Department** and choose an active duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point. **Annotate this number:** it will be used later in the Accession process (step 16). The current path is: Develop Workforce|Manage Positions|Inquire|Positions at a Dept|Department ID

Note: **Once the Accession is complete, remember you must PCS the member to the new duty station;** however, this is independent of the Accession process.

Procedure


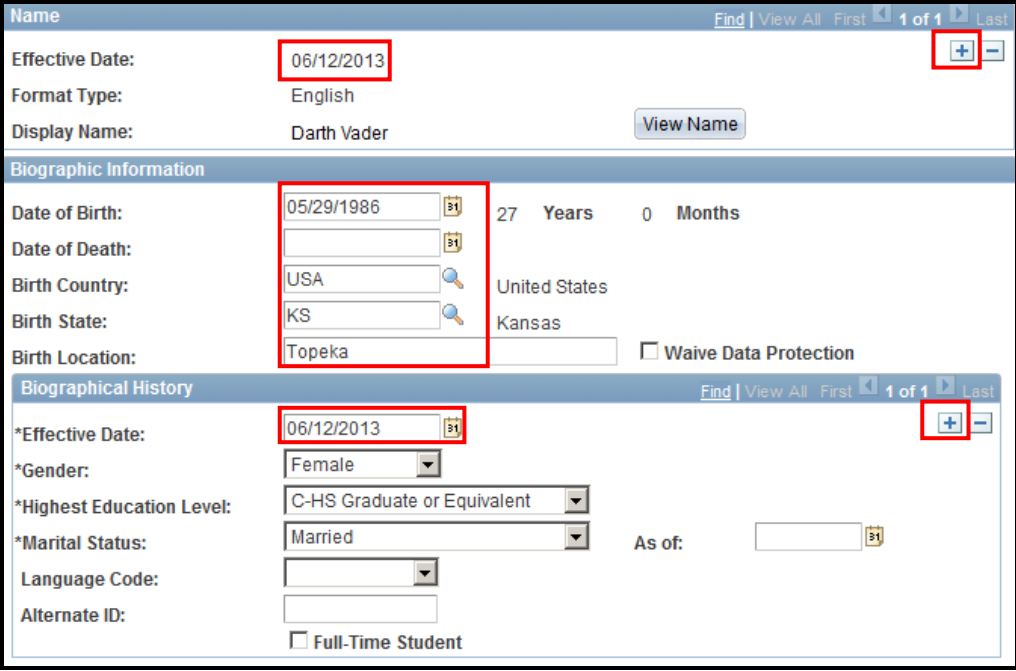
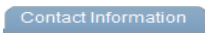
Follow these steps to complete the accession of a member with prior CG service.

Step	Action
1	<div></div> <p>From the Portal Page, select Personal Information from the HR Data Shortcuts pagelet.</p> <p>Note: Should <u>Personal Information</u> block be missing from the pagelets, navigate to the Enterprise Menu/Workforce Administration/Personal Information/Modify a Person</p>
2	<div></div> <p>Enter the member's Employee ID and click on Search.</p>

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Active Duty Rehire, Continued

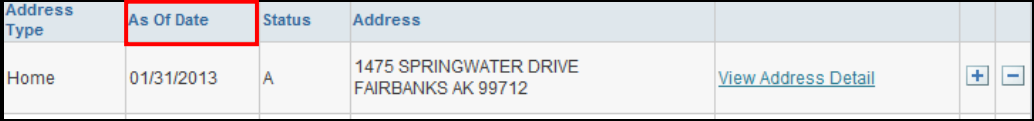
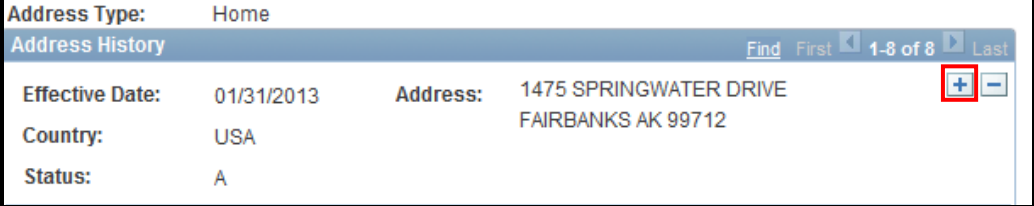
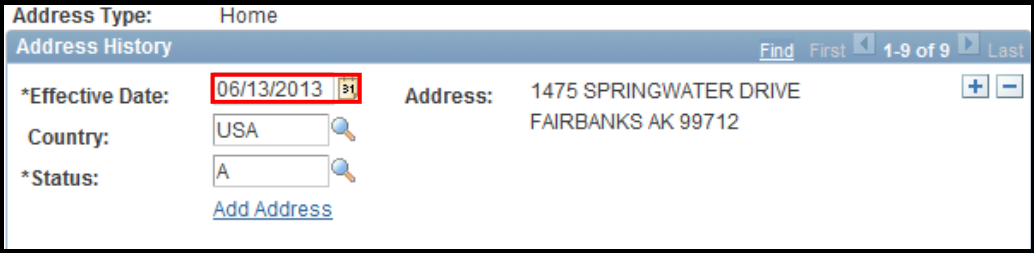
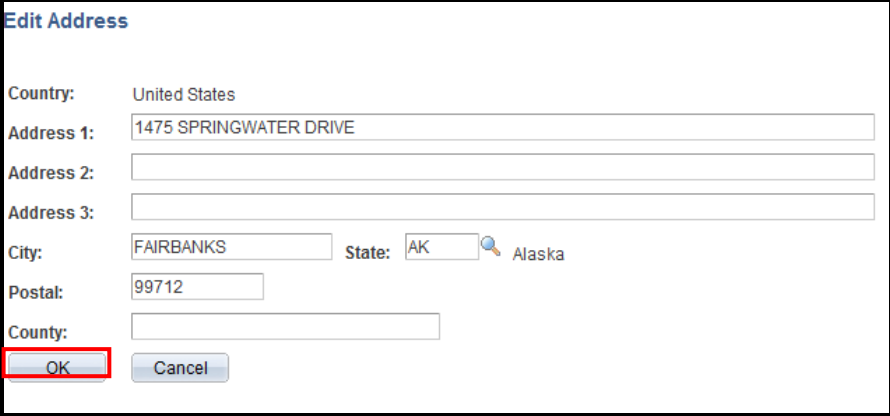
Procedure (continued)

Step	Action
3	Scroll to the bottom of the page and click  before making any changes.
4	 <p>Informational blocks will default to previously entered data.</p> <p>You must click on the plus (+) to update the file to <u>newly assessed date</u> both under <u>Name</u> and under <u>Biographical History</u> (adjust date as necessary).</p> <p>Note: <u>should neither the Birth State nor Birth Location populate, you must enter the correct information</u> (these blocks must be populated or the approving authority will receive an error and not be able to approve).</p> <p>When completed, select the Contact Information Tab. </p>

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Active Duty Rehire, Continued

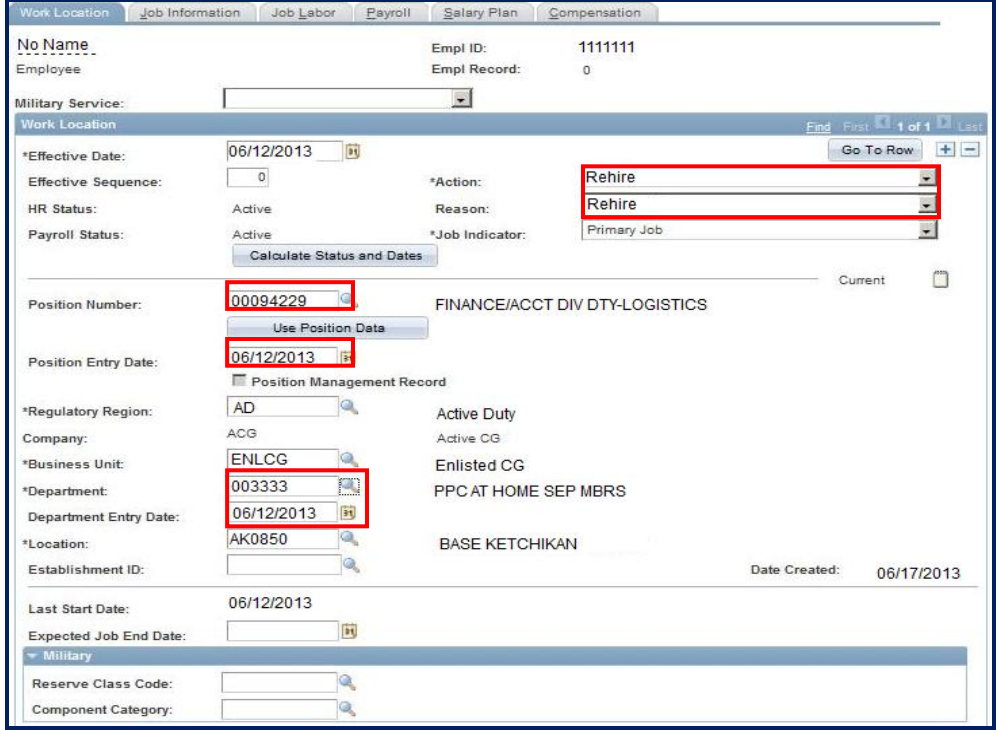
Procedure (continued)

Step	Action
5	 <p>The system defaults the first address as Home and the <u>As Of Date</u> will be a previously entered date. Select the View Address Detail link.</p>
6	 <p>The effective date defaults to the previous date and may be edited to reflect the correct date of hire. Note: <u>This date currently cannot be future dated.</u> Click on the plus sign (+) to begin updating the address.</p>
7	 <p>Effective date will be today's date (change if necessary). Now, select <u>Add Address</u> to edit/change the address. This brings up the Edit Address block.</p>
8	 <p>You may now overwrite the address blocks.</p> <p>Do not use <u>Address</u> blocks <u>2</u> or <u>3</u>.</p>

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Active Duty Rehire, Continued


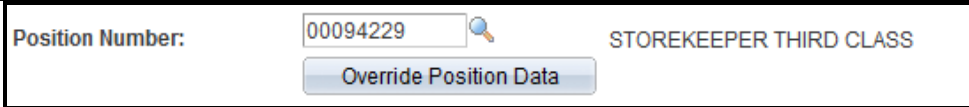
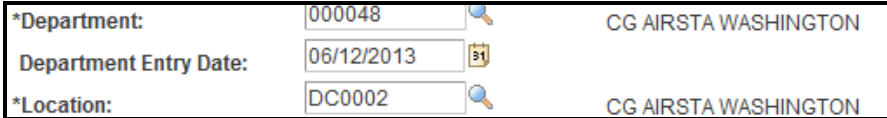
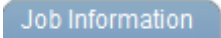
Procedure (continued)

Step	Action
14	<p>Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Click Save and you should be navigated to the Job Data Work Location tab (if not, navigate yourself).</p> <p>You may have to change the Reg Region to USA to select the ethnic group</p>
15	<p>If for any reason you do not complete this accession during this session, you use the Add Employee Instance link in the HR Data Shortcuts pagelet.</p> <p>Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using <u>Modify a Person</u> or <u>Job Data</u> links.</p> <p>Also, if you have not been navigated to this page by the system, you must self-navigate and enter the Employee ID number to access the Job Data platform. All previous Job Data entries will have been imported from the member's prior-service database record.</p>  <p>Note: You must be in Correct History Mode. Click on the plus (+) sign and follow the directions on the next page to adjust this tab's information</p>

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Active Duty Rehire, Continued

Procedure (continued)

Step	Action
16	<p>Additional Step Required When Accession Immediately Preceded by Discharge: If the member was discharged the day prior to the date of accession, you must change the Effective Sequence field from “0” to “1”. This condition creates two job rows with the same effective date. Changing the sequence number on the hire job row is necessary to save the data.</p>  <p>The screenshot shows the 'Military Service' form. The 'Effective Date' is 06/25/2013. The 'Effective Sequence' field is highlighted with a red box and contains the value '1'. Other fields include 'HR Status: Active', 'Payroll Status: Active', '*Action: Rehire', 'Reason: Rehire', and '*Job Indicator: Primary Job'.</p>
16A	<p>The effective date defaults to a previous date. It must be overridden with the current hire date.</p> <ul style="list-style-type: none"> Choose Rehire from the Action block dropdown. Choose Rehire from the Reason block dropdown. Job indicator should be Primary Job. Enter the Position Number previously annotated. The Position Entry Date, the Department Entry Date and the <u>Last Start Date</u> should populate with the correct (re) hire date. Ensure that <u>Use Position Data</u> is no longer grayed out. Once you have entered the new Position Number, you must click in the Position Number block to update the position number on your screen. This is a screen update only: the new narrative statement should appear: in this case: STOREKEEPER THIRD CLASS.  <p>The screenshot shows the 'Position Number' field with the value 00094229 and a magnifying glass icon. To the right, the narrative 'STOREKEEPER THIRD CLASS' is displayed. Below the field is a button labeled 'Override Position Data'.</p> <p>Click on <u>Override Position Data</u>.</p> <p>You must also change the Department block (in this case we will enter 000048 but you may also use the lookup).</p>  <p>The screenshot shows the 'Department' field with the value 000048 and a magnifying glass icon. To the right, the narrative 'CG AIRSTA WASHINGTON' is displayed. Below the field is a button labeled 'Override Position Data'. The 'Department Entry Date' is 06/12/2013. The 'Location' field is DC0002 and the narrative is CG AIRSTA WASHINGTON.</p> <p>The narrative statement to the right will change to the correct Department and Location.</p> <p><u>DO NOT SAVE</u> until the last of Job Data information has been entered</p> <p>You should now move on the Job Information tab: </p>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
17	<div><div><div><div>Job Information</div><div>Find First 1 of 12 Last</div><div>Go To Row</div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Action: Rehire</div><div>Reason: Rehire</div><div>Job Indicator: Primary Job</div><div>Current</div><div>*Job Code: 442095</div><div>Entry Date: 06/12/2013</div><div>Supervisor Level:</div><div>Supervisor ID: 1111111</div><div>Reports To:</div><div>*Regular/Temporary: Regular</div><div>*Full/Part: Full-Time</div><div>Empl Class: AD</div><div>*Officer Code: None</div><div>*Regular Shift: N/A</div><div>Shift Rate:</div><div>*Classified Ind: Classified</div><div>Shift Factor:</div><div>Standard Hours</div><div>Standard Hours: 160.00</div><div>FTE: 0.000000</div><div>Work Period: M Monthly</div><div>Adds to FTE Actual Count?</div><div>Encumbrance Override</div><div>Contract Number</div><div>Contract Number:</div><div>Next Contract Number</div><div>Contract Type:</div></div></div></div> <div><p>The Job Code should have defaulted correctly; if not, enter the correct code.</p><p>The Effective Date and the Entry Date should be correct. At this time, it is necessary you enter the appropriate Supervisor ID (EMPLID). Note: this is typically your auditor (HRSUP).</p><p>Click on the Job Labor tab: Job Labor</p></div>

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Active Duty Rehire, Continued

Procedure (continued)

Step	Action
18	<div><div>Labor Information Find First 1 of 12 Last</div><div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Bargaining Unit:</div><div>Labor Agreement: ENL</div><div>Labor Agreement Entry Dt: 06/12/2013</div><div>Employee Category:</div><div>Employee Subcategory:</div><div>Employee Subcategory 2:</div><div><input type="checkbox"/> Position Management Record</div><div>Union Code:</div><div>Union Seniority Date:</div><div>Works Council ID:</div><div>Labor Facility ID:</div><div>Entry Date:</div><div><input type="checkbox"/> Stop Wage Progression</div><div><input type="checkbox"/> Pay Union Fee</div><div><input type="checkbox"/> Exempt from Layoff</div><div>Action: Rehire</div><div>Reason: Rehire</div><div>Job Indicator: Primary Job</div><div>Current</div><div>Active Component Enlisted</div><div>Reason:</div></div><div>Go To Row</div></div>

Labor Agreement: should default to current labor agreement; in this case: ENL.

You must change the **Labor Agreement Entry Dt** to the date of (re) hire.

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
19	<div><div><div><div>Labor Information</div><div><div>Find</div><div>First</div><div>1 of 12</div><div>Last</div></div><div><div>Go To Row</div></div></div><div><div>Effective Date:</div><div>06/12/2013</div><div>Action:</div><div>Rehire</div></div><div><div>Effective Sequence:</div><div>0</div><div>Reason:</div><div>Rehire</div></div><div><div>HR Status:</div><div>Active</div><div>Job Indicator:</div><div>Primary Job</div></div><div><div>Payroll Status:</div><div>Active</div><div>Current</div></div><div><div>Bargaining Unit:</div><div></div><div></div></div><div><div>Labor Agreement:</div><div>ENL</div><div>Active Component Enlisted</div></div><div><div>Labor Agreement Entry Dt:</div><div>06/12/2013</div><div></div></div><div><div>Employee Category:</div><div></div><div></div></div><div><div>Employee Subcategory:</div><div></div><div></div></div><div><div>Employee Subcategory 2:</div><div></div><div></div></div><div><div><input type="checkbox"/> Position Management Record</div></div><div><div>Union Code:</div><div></div><div></div></div><div><div>Union Seniority Date:</div><div></div><div></div></div><div><div>Works Council ID:</div><div></div><div></div></div><div><div>Labor Facility ID:</div><div></div><div></div></div><div><div>Entry Date:</div><div></div><div></div></div><div><div><input type="checkbox"/> Stop Wage Progression</div></div><div><div><input type="checkbox"/> Pay Union Fee</div></div><div><div><input type="checkbox"/> Exempt from Layoff</div><div>Reason:</div><div></div></div></div><div><div>Assigned Seniority Dates</div><div>Customize Find View All First 9-13 of 15 Last</div></div></div>

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Active Duty Rehire, Continued

Procedure (continued)

Step
20

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE		06/12/2013	<input type="checkbox"/>	
CMA DATE		06/12/2013	<input checked="" type="checkbox"/>	
CURRENT AD DATE		06/12/2013	<input checked="" type="checkbox"/>	
DIEMS DATE		01/31/2006	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		06/11/2017	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		06/11/2021	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		06/12/2013	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		06/11/2017	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		06/12/2013	<input checked="" type="checkbox"/>	
POINTS SWE DATE		06/12/2013	<input type="checkbox"/>	
PAY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
DATE OF RANK	436094	06/12/2013	<input type="checkbox"/>	
ROTATION DATE		07/01/2015	<input checked="" type="checkbox"/>	

Recalculate Seniority Dates

Click on **Recalculate Seniority Dates** and enter dates as appropriate to the individual member's case:

- Active duty Base Date: Date of Enlistment Document and a Statement of Creditable Service (SOCS) request must be sent to PPC (ADV). Any necessary adjustments will take place later via the SOCS process (see E-Mail ALSPO B/15)
- AD Pay Scale Date: Date of Enlistment Contract
- CMA Date: (See Ch 3 of PAYMAN)
- Current AD Date: Date of Enlistment Contract
- DIEMS Date: Date Initial Entry Military Service (any component)
- Expected AD Term Date: Term of Service from date of Enlistment Contract (minus 1 day)
- Expected Loss Date: Term of Service from Enlistment Contract (- 1 day) or DIEMS date (whichever is greater)
- Job Family Entry Date: The date member first became rated in current rating (ie. SNBM, AET3...). Use the existing Job Family Entry Date from previous job row.
- Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (ie. VOLSEP)
- Pay Allowance Date: Date of Enlistment Contract
- Point Start Date: This date may only be adjusted by PPC (ADV) or use the existing Point Start Date from previous job row.
- Pay Base Date: If rehiring w/o break in service, use the existing PBD from previous job row. If Rehiring w/a break in service, use the Date of Enlistment Document and a Statement of Creditable Service (SOCS) must be sent to PPC (ADV). Any necessary adjustments will take place later via the SOCS process (see Email ALSPO B/15)
- Date of Rank: If rehiring w/o a break in service, use the existing DOR from previous job row. If rehiring w/a break in service, use the Date of Enlistment Contract.
- Rotation Date: Date of Enlistment Contract

Proceed to the Payroll tab

Payroll

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
21	<div><div><div><div><div>Payroll Information</div><div>Find First 1 of 12 Last</div><div>Go To Row</div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Action: Rehire</div><div>Reason: Rehire</div><div>Job Indicator: Primary Job</div><div>Current</div><div>*Payroll System: Global Payroll</div><div>Global Payroll</div><div>Pay Group: USCG STG USCG AD Staging Paygroup</div><div>Setting</div><div><div><div><input checked="" type="checkbox"/> Use Pay Group Eligibility</div><div><input checked="" type="checkbox"/> Use Pay Group Rate Type</div><div><input checked="" type="checkbox"/> Use Pay Group As Of Date</div></div><div><div>Holiday Schedule: CGWIDE CG Wide Holiday Schedule</div><div>Eligibility Group:</div><div>Exchange Rate Type:</div><div>Use Rate As Of:</div></div></div></div></div></div><div>The Pay Group should default to <u>USCG STG</u>.</div><div>Select Salary Plan tab <div>Salary Plan</div></div></div>
22	<div><div><div><div><div>Salary Plan</div><div>Find View All First 1 of 1 Last</div><div>Go To Row</div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Action: Rehire</div><div>Reason: Rehire</div><div>Job Indicator: Primary Job</div><div>Current</div><div>Military</div><div>Rank: Rank Entry Date:</div><div>Worn Rank: Worn Rank Type: Skill Grade:</div><div>Salary Admin Plan: ENL</div><div>Grade: E4</div><div>Step: 4</div><div>Grade Entry Date: 06/12/2013</div><div>Step Entry Date: 06/12/2013</div><div><input type="checkbox"/> Includes Wage Progression Rule</div></div></div></div></div> <div>Salary Admin Plan: Should default to ENL.</div> <div>Grade: must be in accordance with Job Code entered on the Job Information Tab.</div> <div>Step: Enter <u>appropriate step</u> from the dropdown.</div> <div>Grade Entry Date: Will default to date of (Re)Hire</div> <div>Step Entry Date: Will default to date of (Re) Hire.</div> <div>Click on the Compensation Tab <div>Compensation</div></div>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step

23

Action

Compensation

Compensation

Find First 1 of 12 Last

Effective Date: 06/12/2013

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Rehire

Reason: Rehire

Job Indicator: Primary Job

Current

Compensation Rate: 2,304.90 USD *Frequency: M Monthly

Comparative Information

Pay Rates

Default Pay Components

Contract Change Prorate Option

Pay Components

Customize Find 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	2,304.900000	USD	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data and populate the Basic Comp Rate.

Click the Employment Data link

Step

24

This is a view-only page with no data to be entered
Term of Enlistment is now done in **Contract Data**

Military Service:

Organizational Instance

Organizational Instance Rcd: 0

Last Start Date: 06/29/2004

Termination Date:

Org Instance Service Date: 06/29/2004

Original Start Date: 06/29/2004

First Start Date: 06/29/2004

Years Months Days

10 0 26

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 06/29/2004

Assignment End Date:

Home/Host Classification: Home

Company Seniority Date: 03/07/2006

Benefits Service Date: 03/07/2006

Seniority Pay Calc Date: 03/07/2006

Probation Date:

Professional Experience Date:

Business Title: PAY/PERSONNEL TECH - DUTY

First Assignment Start: 03/07/2006

Years Months Days

7 3 10

7 3 10

7 3 10

Last Verification Date:

Position Phone:

Military

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
25	<div> Job Data Employment Data Benefits Program Participation </div> <p>Select the Benefits Program Participation link</p>
26	<div> <div> <div>Benefit Status</div> <div> <div>Find First 1 of 1 Last</div> <div>Go To Row</div> </div> </div> <div> <div>Benefit Record Number:</div> <div>0</div> <div></div> </div> <div> <div>Effective Date:</div> <div>06/12/2013</div> </div> <div> <div>Effective Sequence:</div> <div>0</div> <div>Action:</div> <div>Rehire</div> </div> <div> <div>HR Status:</div> <div>Active</div> <div>Reason:</div> <div>Rehire</div> </div> <div> <div>Payroll Status:</div> <div>Active</div> <div>Job Indicator:</div> <div>Primary Job</div> </div> <div> <div>*Benefits System:</div> <div>Base Benefits</div> <div>Benefits Employee Status:</div> <div>Active</div> </div> <div> <div>Annual Benefits Base Rate:</div> <div></div> <div>USD</div> </div> <div> <div>Benefits Administration Eligibility</div> <div> <div>BAS Group ID:</div> <div></div> <div></div> </div> <div> <div>Elig Fld 1:</div> <div></div> <div>Elig Fld 2:</div> <div></div> <div>Elig Fld 3:</div> <div></div> </div> <div> <div>Elig Fld 4:</div> <div></div> <div>Elig Fld 5:</div> <div></div> <div>Elig Fld 6:</div> <div></div> </div> <div> <div>Elig Fld 7:</div> <div></div> <div>Elig Fld 8:</div> <div></div> <div>Elig Fld 9:</div> <div></div> </div> </div> <div> <div>Benefit Program Participation</div> <div> <div>Find View All First 1 of 9 Last</div> <div> <div>*Effective Date:</div> <div>06/12/2013</div> <div></div> </div> <div> <div>*Benefit Program:</div> <div>ACG</div> <div></div> </div> <div> <div>Currency Code:</div> <div>USD</div> </div> <div> <div>CG/NOAA Active Deduction Prog</div> </div> </div> <div> Job Data Employment Data Benefits Program Participation </div> </div> <p>Under Benefit Program Participation the Effective Date and Benefit Program should default to the date of (Re) hire and <u>ACG</u> respectively; if not, change appropriately.</p> <p>Click the Job Data link: This will navigate you to the Work Location tab.</p> </div>

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Active Duty Rehire, Continued

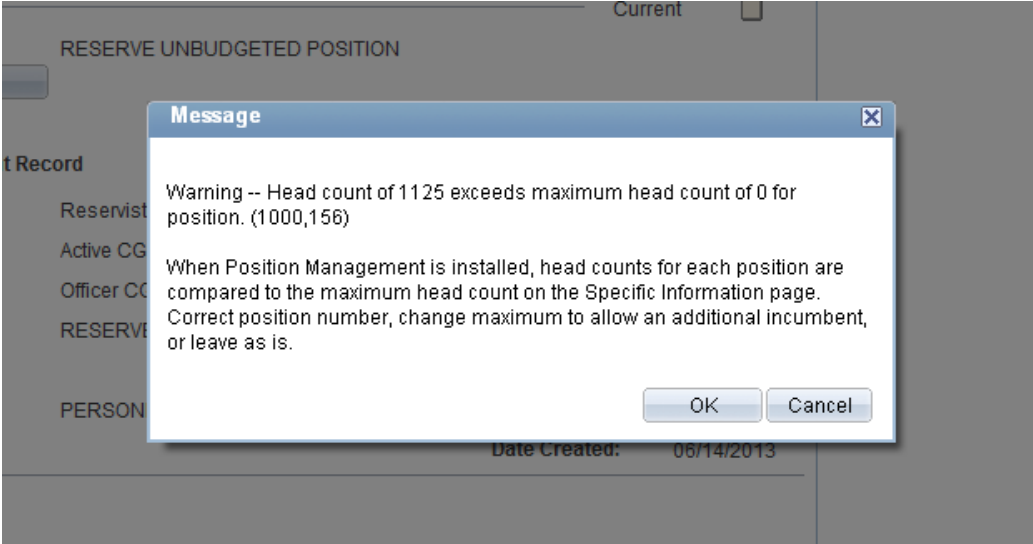
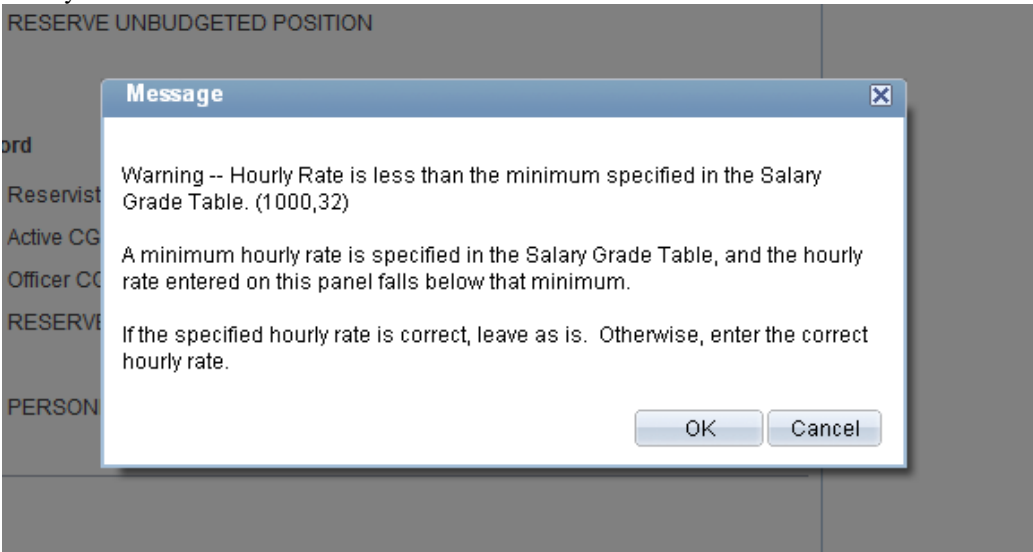
Procedure (continued)

Step	Action
27	<div><div>Work Location Job Information Job Labor Payroll Salary Plan Compensation</div><div>No Name Employee</div><div>Empl ID: 1111111 Empl Record: 0</div><div>Military Service: <input type="text"/></div><div>Work Location Find First 1 of 1 Last</div><div>*Effective Date: 06/12/2013 <input type="text"/></div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>*Action: Rehire</div><div>Reason: Rehire</div><div>*Job Indicator: Primary Job</div><div>Calculate Status and Dates</div><div>Position Number: 00094229 <input type="text"/></div><div>Use Position Data</div><div>Position Entry Date: 06/12/2013 <input type="text"/></div><div>Position Management Record</div><div>*Regulatory Region: AD <input type="text"/></div><div>Company: ACG</div><div>*Business Unit: ENLCG <input type="text"/></div><div>*Department: 003333 <input type="text"/></div><div>Department Entry Date: 06/12/2013 <input type="text"/></div><div>*Location: AK0850 <input type="text"/></div><div>Establishment ID: <input type="text"/></div><div>Active Duty Active CG Enlisted CG PPCAT HOME SEP MBRS BASE KETCHIKAN</div><div>Date Created: 06/17/2013</div><div>Last Start Date: 06/12/2013</div><div>Expected Job End Date: <input type="text"/></div><div>Military</div><div>Reserve Class Code: <input type="text"/></div><div>Component Category: <input type="text"/></div><div>OK Cancel Apply</div></div> <p>Click the OK button.</p>

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Active Duty Rehire, Continued

Procedure (continued)

Step	Action
28	<p>You will receive several “Warning” messages:</p> <p>Head Count – Click the OK button.</p>  <p>Hourly Rate – Click the OK button.</p> 

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
28 Cont'd	<p>Establishment ID Click the OK button.</p> 

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
29	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p> <div><div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>Organizational Relationships</div></div><div><div><div>Darth Vader</div><div>Person ID: 2106653</div></div><div><div>Choose Org Relationship to Add</div><div><div><input checked="" type="checkbox"/> Employee</div><div><input type="checkbox"/> Contingent Worker</div><div><input type="checkbox"/> Person of Interest</div></div><div><div>Empl Record: 0</div><div><div>Select Checklist Code:</div><div><div></div></div><div>>></div></div><div>Add Relationship</div></div></div><div><div><div>Save</div><div>Notify</div><div>Refresh</div><div>Add</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div><div>Biographical Details Contact Information Regional Organizational Relationships</div></div></div></div> <p>The Accession is now ready for review and approval.</p>

Accession Approval

Introduction

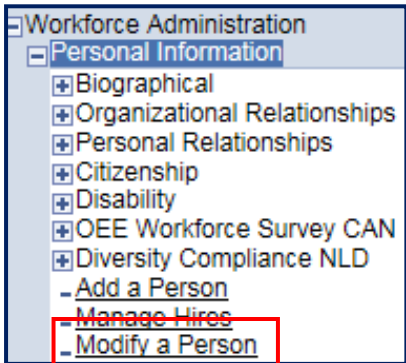

This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve an accession.

Step	Action
1	<p>Review the rehire process prior to approval.</p> <p>As approver you should review/audit the accession process prior to approval</p> <p>To review/audit the rehire in the Enterprise Menu, select Workforce Administration, Personal Information and Modify a Person.</p>  <p>You should also review Job Data on the HR Data Shortcuts pagelet:</p>  <p>Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select Requests located at the top of the page.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div><div><div><div><div>My Page</div><div>Guest</div><div>Self Service</div><div>Investor</div><div>Administration</div><div>Requests</div></div><div><div>Content</div><div>Layout</div></div></div><div><div><div>Requests</div><div><div>Submit an Absence Request</div><div>Submit a Delegation Request</div><div>PHS Submit Retirement Docs</div></div><div><div>View My Absence Requests</div><div>View My Requests (all types)</div></div></div></div><div><div><div>Request Reports</div><div><div>Absence Request Listing</div></div></div></div></div></div> <p>Click the View My Requests (all types) link.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step

4

Action

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name: All Transactions

Transaction Status: Pending

Submission From Date: 31

Submission To Date: 31

Populate Grid

Refresh

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select **Approve/Deny** for the member you are approving.

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
5	<div> <div> <div>Action Request</div> <div>Approval/SOD for Accessions</div> <div>Darth Vader</div> <div> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. </div> <div>Request Details</div> <div>Employee ID: 1234567</div> <div>Request Approvers</div> <div>Approver: 7654321 Sylvester Cat</div> <div>Comment:</div> <div> <div>Approve</div> <div>Deny</div> </div> <div>Accessions Hire Approval</div> <div> <div>Delegation Approval Process: Pending View/Hide Comments</div> <div>One Approval level</div> <div> <div>Pending</div> <div> <div>Sylvester Cat</div> <div>Initial Approve Action Request</div> </div> </div> <div>Comment History</div> <div> <div>Mickey Mouse at 05/18/2013 - 2:55 PM</div> <div>View History</div> </div> </div> </div> <p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either Approve or Deny.</p> </div>

Continued on next page

Accession Approval, Continued



Procedure (continued)

Step	Action
6	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader<ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321Sylvester Cat</div></div><div>Comment:<div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Approved</div><div>One Approval level<div><div>Approved</div><div><div>✓</div><div>Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</div></div></div></div><div><div>Comment History</div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div></div><div>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</div><div>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</div></div>

Accessions – Contract Data

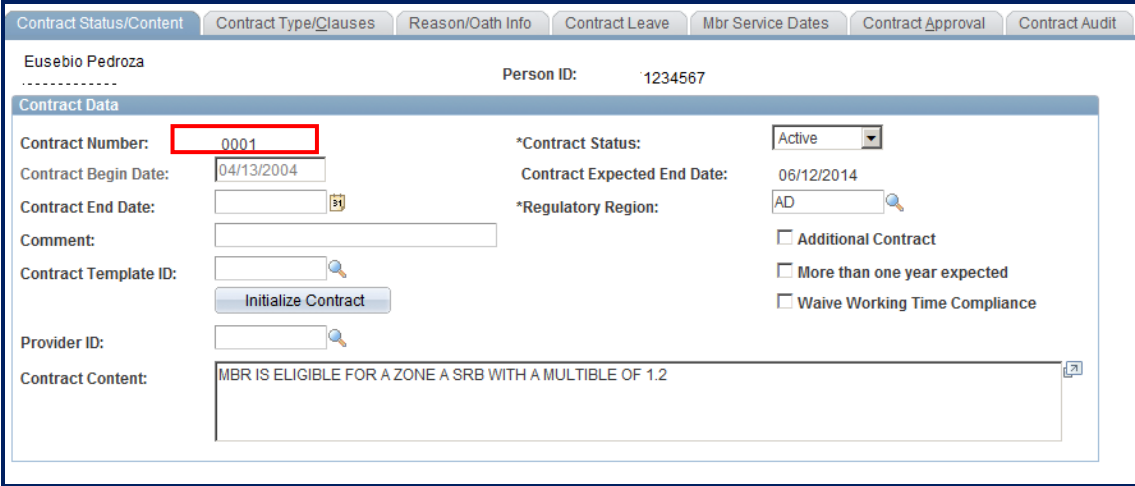
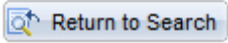
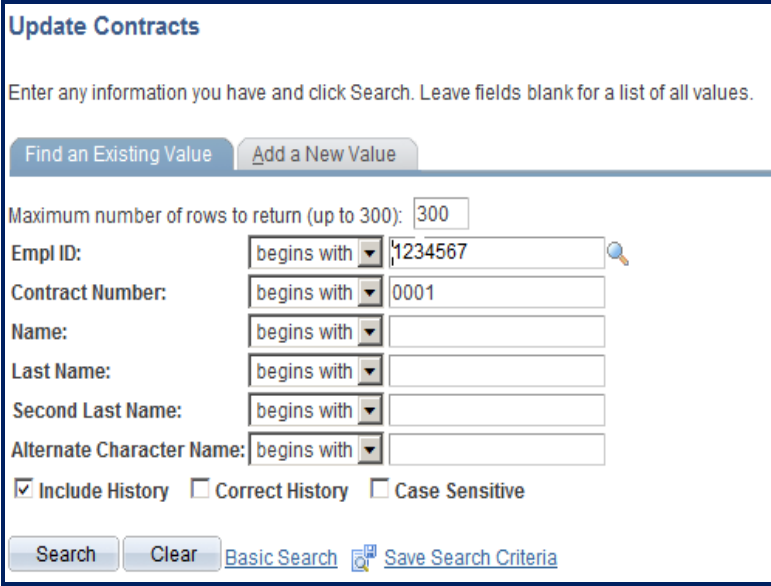
Introduction This section provides the procedure for completing the contract of a an Active Duty member (rehire)

Procedure Follow these steps to complete the contract of an active duty member returning to the Coast Guard

Step	Action
1	<div><p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p></div>
2	<div><p>Enter member's EMPLID and click on Find an Existing Value</p></div>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="259 336 1388 819">  </div> <p>Contract Status/Content will reveal the current contract number. You should choose the next sequential number (in this example, we see the contract number is 0001: the next number will be 0002)</p>
4	<p>Click Return to Search</p> <div data-bbox="534 1035 760 1077">  </div>
5	<div data-bbox="259 1092 1026 1673">  </div> <p>Click Add a New Value and enter the new contract number (see below)</p>

Continued on next page

Accessions – Contract Data, Continued

6

Update Contracts

Find an Existing Value | Add a New Value

Empl ID: 1234567

Contract Number: 0001

Add

Find an Existing Value | Add a New Value

Alter contract number to **0002** (or next sequential number) and click **Add**

7

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 *Contract Status: Active

Contract Begin Date: 05/29/2014 Contract Expected End Date:

Contract End Date: Regulatory Region: AD

Comment:

Contract Template ID: Initialize Contract

Provider ID:

Contract Content: A narrative statement is required

Additional Contract

More than one year expected

Waive Working Time Compliance

Contract Status/Content page will appear as above
 Ensure Contract Begin date equals new Accession date
 Regulatory Region must be altered from USA to AD/RES
Contract Content must be populated with a statement
 Navigate to **Contract Type/Clauses**

Continued on next page

Accessions – Contract Data, Continued

8

Contract Status/Content | Contract Type/Clauses | **Reason/Oath Info** | Contract Leave | Mbr Service Dates | Contract Approval | Co

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 05/29/2014 Contract Status: Active

Contract Type Find | View All | First | 1 of 1 | Last

Effective Date: 05/29/2014

Contract Type: **REN** Reenlistment
☐ Extend Contract

Contract Clauses Find | View All | First | 1 of 1 | Last

Seq Nbr: 1 Clause:

Clause Status:

Long Descr:

Comment:

Enter **appropriate** Contract Type from the **drop-down**

Under Contract Clauses you may select Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.)

Navigate to **Reason/Oath info**

9

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | **Contract Leave** | Mbr Service Dates | Contract Approval | Contract Audit

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 05/29/2014 Contract Status: Active Expected End Date:

Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:

Contract Type Find | View All | First | 1 of 1 | Last

Effective Date: 05/29/2014 Contract Type: REN Reenlistment

Reason/Oath

Contract Term Years/Months/Days: 4 ☐ Indefinite Re-Enlistment

Reason for Extension/Reextension/Retention

Reason: **Request of Member** Member Signature Date: 05/29/2014

Other (Specify): Begin Extension/Re-Extension: ☐

Oath Administrator Information

Name: Roberto Duran Military Grade: O6

City: Boston State: MA

Enter Contract Term Years/Months/Days (this will vary depending upon the situation)

Select a Reason from the drop-down

Select Member Signature Date

Add Name of Oath Administrator, applicable Military Grade and **City/State** where contract was administered if there was a break in service (if not, use the **Initial Place of Enlistment**)

Navigate to **Contract Leave** tab

Continued on next page

Accessions – Contract Data, Continued

10	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval
	Eusebio Pedroza		Person ID: 1234567			
	Contract Data					
	Contract Number:	0002	Begin Date:	05/29/2014	Contract Status:	Active
	Leave Balances					
	Leave Balance:	59.500000	Cumulative Sold Leave:	As of: 05/28/2014		
	Contract Type Find View All First 1 of 1 Last					
	Effective Date:	05/29/2014				
	Contract Type:	REN	Reenlistment			
	Leave Disposition View All First Last					
Total Leave to Sell (Days): <input type="text"/>						
<p>Enter number of days leave to sell as outlined in current policy</p> <p>Navigate to Mbr Services Dates</p>						

Continued on next page

Accessions – Contract Data, Continued

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE		06/12/2013	<input type="checkbox"/>	
CMA DATE		06/12/2013	<input checked="" type="checkbox"/>	
CURRENT AD DATE		06/12/2013	<input checked="" type="checkbox"/>	
DIEMS DATE		01/31/2006	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		06/11/2017	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		06/11/2021	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		06/12/2013	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		06/11/2017	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		06/12/2013	<input checked="" type="checkbox"/>	
POINTS SWE DATE		06/12/2013	<input type="checkbox"/>	
PAY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
DATE OF RANK	436094	06/12/2013	<input type="checkbox"/>	
ROTATION DATE		07/01/2015	<input checked="" type="checkbox"/>	

Recalculate Seniority Dates

Click **View All** on Assigned Seniority Dates
 Note: these dates should concur with the dates set during the ACCESSION process; if not, return to **Job Data** and verify the dates entered during ACCESSION process are entered correctly.

Navigate to **Contract Approval**

Continued on next page

Accessions – Contract Data, Continued

Step	Action
12	<p>Click on Submit for Approval and approval will be routed to <u>Approving SPO</u></p>

Contract Approval

Introduction





This section provides the procedure for approving a contract.

Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

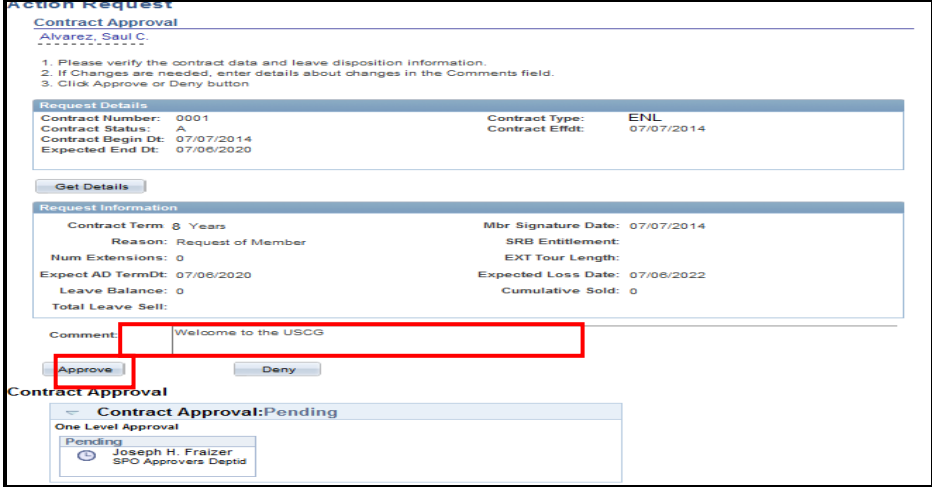
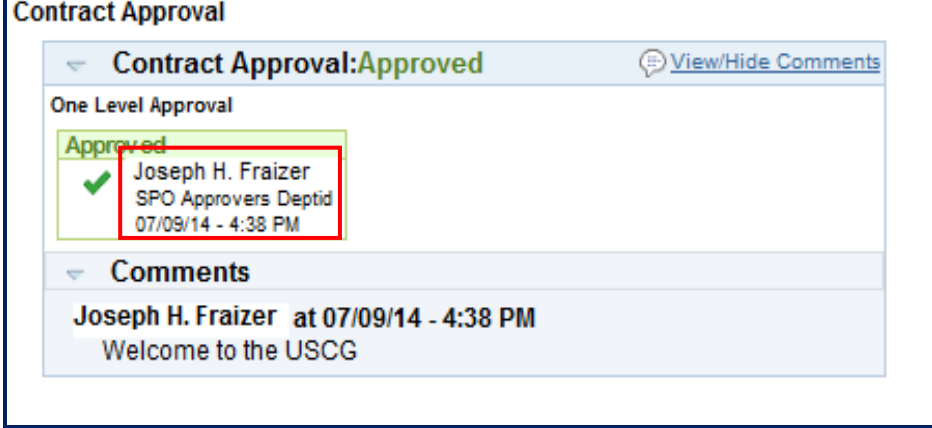
Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select Requests I am Approver For and Populate Grid
4	 Click on Approve/Deny

Continued on next page

Contract Approval, Continued

Step	Action
5	 <p>Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</p>
6	 <p>Contract is approved. Member is fully Accessed into USCG</p>